

Resume Was Successfully Received Letter - General Response

Thank you for your interest to work at [Company Name]. We have successfully received your resume and we are going to assess your qualifications to see if they match any of our vacant positions.

If a suitable position is available and you were shortlisted, we will invite you to an interview for further consideration.

If no suitable position is available or a more qualified candidate has been selected, we will keep your resume in our files for future reference. We will not be able to contact you back in this case due to the large amount of applications we receive. So if you don't hear from us within [duration, for example: one week], you can assume that your application was not successful at this time.